

## Entering an ACH or EDI Payment Method

Electronic Data Interchange, or EDI, is a process in which suppliers transmit invoice information electronically. Automated Clearing House, or ACH, is an electronic network for financial transactions in the U.S. RACM is the Business Owner for EDI and ACH payments to suppliers. In some cases, the RACM lead sends a message to Supplier Operations if an ACH or EDI payment method needs added or updated for an existing supplier.

Click on the [Supplier Bank Accounts](#) icon to expand the section.

13. Follow the steps below to update the **Supplier Bank Accounts** information.
  - a. Verify the **Default** checkbox is selected.
  - b. Enter the **Descr** (description) with "BANK ACCOUNT\*\*\*\*\* <last 4 digits of the account number>."
  - c. Enter the **Bank Name** with the name of the financial institution provided on the "Authorization Agreement for Direct Deposit of EFT Payments" form or as instructed by RACM.
  - d. Select "Check Acct" (checking) or "Time Dep" (savings) from the **Account Type** dropdown based on the type of account identified on the "Authorization Agreement for Direct Deposit of EFT Payments" form.
  - e. Enter **Bank ID** with the "Transit Routing / ABA Number" provided on the "Authorization Agreement for Direct Deposit of EFT Payments" form or as instructed by RACM.
  - f. Enter **Bank Account Number** with the account number provided on the "Authorization Agreement for Direct Deposit of EFT Payments" form or as instructed by RACM.
  - g. Click the **Look up DFI Qualifier** icon.
  - h. Select "**01 Transit Number**".
  - i. Enter the **DFI ID** with the "Transit Routing / ABA Number" provided on the "Authorization Agreement for Direct Deposit of EFT Payments" form or as instructed by RACM.

14. Click **OK**.